淮安区党风廉政建设主体责任

履责纪实手册

**（2018年度）**

单 位：

姓 名：

职 务：

淮安区落实党风廉政建设责任制领导小组办公室

使用说明

1、2018年区委将分四个季度分别派发《党风廉政建设主体责任季度工单》，各单位领导班子成员要认真对照，及时如实记录履责情况。

2、本手册只填写本人牵头或分管范围内的党风廉政建设工作，需详细记录时间、地点、人员及工作开展情况，不得填写正常业务工作或与党风廉政建设无关内容。

3、本手册需由班子成员本人亲笔填写，并妥善保管，不得请他人代为记录。

4、各单位主要负责同志在按要求认真记录本人履责纪实手册的同时，要定期查阅班子其他成员履责纪实手册记录情况，区落实党风廉政建设责任制领导小组将采取定期随机抽查、年底集中检查等形式，开展监督检查，对未按要求及时记录、突击补录或弄虚作假的，一律严肃问责。

目 录

1、工作分工………………………………………………………1

3、党风廉政建设工作计划………………………………………2

4、履责纪实

（1）一季度………………………………………………………5

（2）二季度……………………………………………………..25

（3）三季度……………………………………………………..45

（4）四季度……………………………………………………..65

5、2018年度履行党风廉政建设责任实绩 清单……………....85

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（科室或下属单位）

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党风廉政建设工作计划

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2018年度履行党风廉政建设责任实绩清单

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| 姓名： | |  | 单位及职务： | | |  |
|  |  | | | | |  |
|  | 研究和布置分管范围内党风廉政建设工作（ ）次，检查和 | | | | |  |
|  | 听取分管范围内党风廉政建设工作（ | | | | ）次，研究出台制度 |  |
| **实绩** |  |  |  |  |  |  |
|  | （ | ）项，参加和指导民主生活会（ | | | ）次，接待群众来 |  |
| **数据** |  |  |  |  |  |  |
|  | 信来访（ | | ）件次，函询（ | ）人次，提醒谈话和批评教 | |  |
|  | 育（ | ）人次，诫勉谈话（ | | ）人次。 | |  |
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**批示**

**表彰**

填写说明：

1、按条目式填写，必须是党风廉政建设相关工作，业务工作不在填写范围，要简明扼要，突出重点；2、填写必须实事求是，如不属实，将追究责任；3、批示表彰指开展党风廉政建设工作情况受到上级领导批示或表彰；4、参加和指导民主生活会包括参加领导班子、党支部、党小组民主生活会以及参加指导分管范围的专题民主生活会。